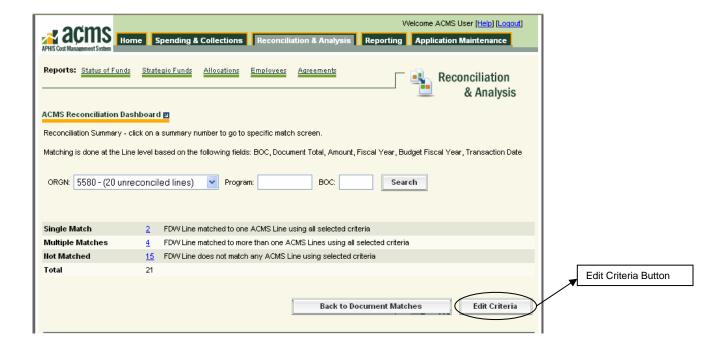**CRITERIA**

- Records still not being matched?
- Edit criteria to relax searching.
- Criteria screen can be reached by clicking on "Edit Criteria" button.

- Default criteria looks at both document and line level properties
- Things to try to find more matches:
  - Take off "document total" criteria.
  - Expand amount matching by entering a +/- amount.   This will relax the search so that records are allowed to vary by entered amount.
  - Expand document date days so that document date can vary by more than 5 days.
  - Take off other criteria fields as needed.
- Feedback on a good set of defaults.

ACMS Reconciliation Dashboard

Reconciliation Criteria - select match records with.

BOC:	☑	**Amount:**	☑ +/- $ 0.0
Fiscal Year:	☑	**Budget Fiscal Year:**	☑
Document Total:	☑ +/- $ 0.0	**Vendor Code:**	☐
FFIS Description:	☐	**Program Code:**	☑
Number of Lines:	☐	**Document Date:**	☑ +/- 5 days

Search